



Centralized Accounting and Payroll/Personnel System

# 2022 Equal Employment Opportunity (EEO) Report Update

Sept. 27, 2022

# What is the EEO Report?

The Texas Workforce Commission (TWC) reports minority hiring practices and the composition of certain populations in state agencies and institutions in the *Equal Employment Opportunity and Minority Hiring Practices Report*. This report is submitted to the Legislature, the Legislative Budget Board and the Governor's Office of Budget, Planning and Policy.

The report includes a new hire summary and an agency workforce summary. Both summaries show counts of:

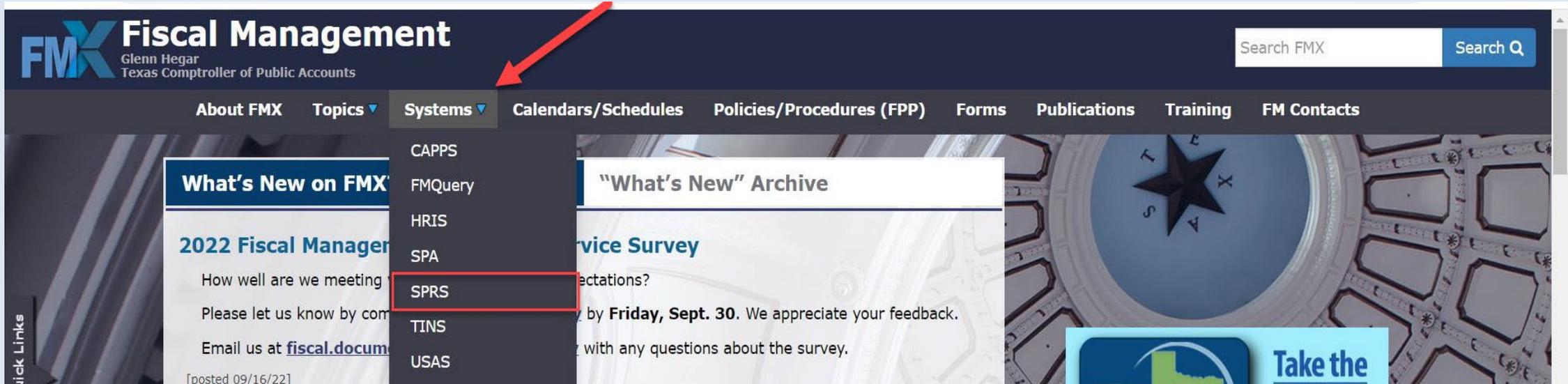
- The number of African Americans, Hispanic Americans, Caucasian Americans and other Americans.
- The number of males and females.
- The total employees in each job category code.

# Additional Information

The *Equal Employment Opportunity Report* (FPP F.016) provides additional information including:

- Report correction instructions
- Legend of codes
- Selection criteria
- EEO detail file format

Locate this information by navigating to the Comptroller's FMX website and selecting **SPRS** from the **Systems** drop-down menu.



The screenshot shows the FMX website header with the logo for Glenn Hegar, Texas Comptroller of Public Accounts. The navigation menu includes: About FMX, Topics, Systems, Calendars/Schedules, Policies/Procedures (FPP), Forms, Publications, Training, and FM Contacts. The 'Systems' dropdown menu is open, showing a list of options: CAPPS, FMQuery, HRIS, SPA, **SPRS** (highlighted with a red box), TINS, and USAS. A red arrow points to the 'Systems' dropdown menu. Below the navigation menu, there are sections for 'What's New on FMX' and 'What's New' Archive, both containing information about a 2022 Fiscal Manager Service Survey.

# SPRS Calendars Link

Once on the SPRS page, scroll down to the **Calendars** section in the right-hand column and select **Preliminary 2022 EEO Report Available**.

[SPRS Documentation](#)  
[State Disbursement Units for Child Support Deductions \(login required\)](#)  
[Tax Implications for Donated Sick Leave](#)

**Web Applications**  
[FMQuery Business Intelligence Tools](#)

**Forms**  
[SPRS Forms](#)

**Meetings**  
[Payroll Systems User Group Meetings](#)

**Related Archived Articles from *Statewise***  
[Working hard to make child support payments easier](#)  
FM Newswire

**Calendars**

**SPRS 30-Day Calendar**

September 22, 2022  
[Prelim. Annual Report Acknowledgment Form Due](#)

September 23, 2022  
[Q4 Vet. Workforce Summ. Report Acknowledgment & Reporting Forms Due](#)

September 27, 2022  
[Corrections for Annual Report \(Statewide Hiring Practices\) Due](#)

September 29, 2022  
[Final Annual Report \(Statewide Hiring Practices\) Sent to Agencies/Institutions](#)

October 1, 2022  
[Report or Statement on Emergency Leave Use Due](#)

October 10, 2022  
Federal Holiday  
Regular USAS Cycle  
Warrants Available

**October 13, 2022**  
[Preliminary 2022 EEO Report Available](#)

# FPP F.016 Report Page

The *Equal Employment Opportunity Report – Hiring Practices for the Fiscal Year for State Agencies and Institutions* (FPP F.016) page appears.

The screenshot shows the Fiscal Management website header with the logo for Glenn Hegar, Texas Comptroller of Public Accounts. A search bar is located in the top right. The navigation menu includes links for About FMX, Topics, Systems, Calendars/Schedules, Policies/Procedures (FPP), Forms, Publications, Training, and FM Contacts. The breadcrumb trail shows Home / Payroll/Personnel. The main content area features a star icon and the text 'FISCAL POLICIES & PROCEDURES'. The title of the page is 'Equal Employment Opportunity Report – Hiring Practices for the Fiscal Year for State Agencies and Institutions'. Below the title, it states 'Issued: Jan. 13, 2005' and 'Updated: Sept. 23, 2022 - View Changes'. The document ID 'FPP F.016' is listed. The 'Overview' section is titled 'Applicable to' and states 'State agencies and institutions of higher education.' The 'Policy' section explains that the Texas Workforce Commission (TWC) reports minority hiring practices and the composition of certain populations in state agencies and institutions in the *Equal Employment Opportunity and Minority Hiring Practices Report*, which is submitted to the Legislature, the Legislative Budget Board and the Governor's Office of Budget, Planning and Policy. The report includes a new hire summary and an agency workforce summary. Both summaries show the number of African Americans, Hispanic Americans, Caucasian Americans, other Americans, male, female and total employees in each job category code. See the legend of codes section for the [Centralized Accounting and Payroll/Personnel System \(CAPPS\)](#), the [Human Resource Information System \(HRIS\)](#), the [Standardized Payroll/Personnel Reporting System \(SPRS\)](#) and the [Uniform Statewide Payroll/Personnel System \(USPS\)](#). To support TWC's production of its report, the Comptroller's office extracts data from HRIS, SPRS and USPS to produce the *Equal Employment Opportunity (EEO) Report* using report selection criteria provided by TWC.

The right sidebar contains a 'Details' section with links to 'Overview', 'CAPPS Central Agency Instructions', 'HRIS Higher Education Instructions', 'SPRS Agency Instructions', and 'USPS Agency Instructions', along with a 'View entire document' link. Below this is a 'Form' section stating 'The Report Acknowledgment form will be available Oct. 13, 2022' and a 'Calendar' section.

# Important Dates

- **Oct. 13, 2022 – Preliminary 2022 EEO Report Available**

Agencies and institutions of higher education will receive a preliminary report to allow time to review the data and enter or submit changes before the final report is sent to TWC. Preliminary copies of the 2022 EEO Report will be sent to agencies and institutions via electronic file transfer (EFT). The reporting period for this year's report is Sept. 1, 2021, through Aug. 31, 2022.

- **Oct. 20, 2022 – EEO Report Acknowledgment Form Due**

The EEO Report Acknowledgment form ensures that all agencies and institutions have received the preliminary report and have had the opportunity to make changes as needed.

- **Oct. 25, 2022 – EEO Report Data Corrections Due**

All corrections for the reporting period must be completed by 4:30 p.m. on Oct. 25, 2022. Corrections should be made in the CAPPs system and will be sent to SPRS via an automated batch process.

- **Oct. 27, 2022 – Final EEO Report Available**

Final copies of the *2022 Equal Employment Opportunity Report* will be sent via EFT to each agency and institution. The final report reflects all maintenance or corrections entered or submitted to SPRS (including CAPPs data).

The Comptroller's office sends the final reports to TWC's Civil Rights Division.



# Thank You!

HR/Payroll Support Team